

RUSSELL COUNTY COMMISSION
JOB ANNOUNCEMENT

POSITION: ECONOMIC AND TOURISM DIRECTOR
POSTED: NOVEMBER 9, 2017
POSTING END DATE: NOVEMBER 16, 2017
STARTING SALARY RANGE: \$40,000+ depending education and experience
SALARY POSITION: Regular Business Hours; additional hours may be required depending on projects

The Job

The Director of Economic and Tourism for Russell County, Alabama will be required to collaborate with leadership in business, government, education and no-profit entities to grow and diversify Russell County's economy. The Director leads strategic initiatives according to the Commission's plan, mission and vision for growth in Russell County. The Director is expected to oversee the daily functions of the office which include accounting processes, compliance with state and local laws and administrative operations. The mission of the Economic and Tourism Director is to "Promote the economic vitality, county venues, historical destinations and events and growth of retail and businesses in Russell County".

Strategic Priorities are:

Business Recruitment – Attract new business operations that compliment and diversify Russell County's economic base

Business Retention and Expansion –Keep local enterprises in the area and support their continued growth, expansion and expand the number of primary jobs

Business Climate and Tourism Improvement – Promote Russell County by enhancing awareness with Local, State and National level of the County's business opportunities, educational institutions / workforce, historic significance and locations, recreational opportunities, forestry and farming, sporting events and tournaments, and enhance participation with regional schools providing educational tours with the County's historic venues

Competencies:

Identifies the interest and priorities location in Russell County. Present plans and keep Commission informed.

The ability to respond to current and future economic and tourism needs for the County.

The ability to listen to others and communicate in an effective manner.

The ability to communicate ideas, thoughts and facts in writing utilizing correct grammar, correct spelling, sentence and document structure.

The ability to make decisions and solve problems involving varied levels of complexity, ambiguity and risk.

Maintain a high degree of trustworthiness and ethical behavior in making decisions that impact the County and Commission. Be a responsible, reliable and trustworthy employee.

Understanding of and practice the policies and procedures of the County Commission.

The ability to promote equal and fair treatment and opportunity for all.

The ability to get along and interact positively with coworkers.

Strong interpersonal skills.

The ability to support, promote and ensure alignment with the County's goals and assignments.

The ability to prepare presentations for meetings and conduct meetings for business recruitment or tourism.

Knowledge of State and Local laws relating to business recruitment and expansions.

Provide results and increase Tourism numbers every year.
The ability to be efficient and effective using of public service resources and assets, human and financial resources and real property and business information.
Focus personal efforts on achieving results consistent with the County's objectives.
Fundraising, grant writing and fulfillment skills.
Other duties as assigned.

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EDUCATION

Graduation from a college or university with a Bachelor's Degree in Public Administration, Economic Development, Commercial Real Estate; or related field preferred; or work experience equivalent of (10+) years.

Knowledge of economic development principals, practices and techniques, laws, policies of various government agencies that affect the business community. Knowledge of promoting Tourism, media relations and advertising. Exercise initiative and independent judgement.

Must possess a valid driver's license.
Ability to operate a motor vehicle and be insured.
Ability to visit building sites and unimproved land, attend regional and statewide meetings and conduct tours for business people and tourism projects.

APPLICATION PROCESS

All application information or resume is to be submitted either electronically, postal service or in person no later than November 16, 2017 by 5:00PM EDT to:

Russell County Administrator
lhorne@rcc-al.org
1000 Broad Street
PO Box 969
Phenix City, AL 36867

Applications must include:

- Formal Cover letter
- Chronological resume outlining at least the last 10 years of employment
- Two employment references and a minimum of two personal or community-related references

Additional questions may also be submitted by email to the address above.